



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)  
Unit 21419  
APO AE 09708

REPLY TO  
ATTENTION OF

AERSH-AG

80th ASG (NSSG) Policy # 069-01

MAR 9 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Award Ceremony

1. Civilian personnel of the 80th Area Support Group (NSSG) community deserve an opportunity to recognize the civilian personnel in the community for their great efforts and accomplishments. The 80th Area Support Group Civilian Award Ceremony provides the forum to accomplish these wishes.

2. The 80th ASG Civilian Award Ceremony will occur on a quarterly basis, with the responsibility of organization of the event rotating in the following order:

- a. DPW (19 March 2004)
- b. DOL (28 June 2004)
- c. DCA (17 September 2004)
- d. DRM (17 December 2004)
- e. Chapel (18 March 2005)
- f. PMO (17 June 2005)

3. Responsibilities:

- a. S-1

(1) Process all awards for 80th ASG civilian personnel to be signed by 80th ASG Commander. Prepare certificates as needed.

(2) Collect all awards prior to event.

(3) Bring all awards to ceremony and setup table for presentation.

(4) Brief Command Group on who is accepting awards.

(5) Schedule the dates of all Hail & Farewells with 80th ASG S-3.

(6) Arrange seating for awardees.

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b. Directors

- (1) Arrange for refreshments to be served after the award ceremony.
- (2) Send all awards and awardees names to the S-1 NLT six days prior to ceremony.

c. S-2/3

- (1) Place scheduled Civilian Award Ceremonies on the training calendar.
- (2) Inform 80th ASG Commander and S-1 of scheduling conflicts, which arise after the Civilian Award Ceremony is already on the training calendar.

d. All participating sections:

(1) Responsible for notifying the S-1 of all personnel who should be receiving awards no later than 2 weeks prior to the date of the Civilian Award Ceremony.

(2) Ensure that the award submissions are provided to the S-1 in a timely manner, in accordance with 80th ASG Policy.

4. Point of contact for this memorandum is the Adjutants' Office at DSN 361-5154.

  
TIMOTHY J. QUINN  
COL, MI  
Commanding

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